

## DDA SUBJECT FILE COPY

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Information Security Oversight Office (ISOO) Community-wide Document Review.

FROM:

Director, OIS  
1206 Ames Building

EXTENSION

NO.

OIS\*223\*86

AMES

ISC

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7D18 Hqs

RECEIVED

FORWARDED

18 JUN 1986

9 June

Bill,

2.

3. ADDA

4.

5. ADDA  
(for signature)

9 JUN 1986

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The attached memo for your signature sets up the formal tasking. Informal preliminary coordinations are already taking place.

~~As the senior Agency official responsible for information security, Steve Carfinkel, Director, ISOO would like to call on you.~~ When your calendar permits, my office will make the necessary arrangements.

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USE PREVIOUS  
EDITIONS

OIS\*223\*86

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Information Security Oversight Office  
Document Review

*WFD*

1. The Director of Information Security Oversight Office (ISOO) has determined that a comprehensive Government-wide sampling of classified documents is necessary. Although document review is included in ISOO's annual inspections, time does not allow ISOO to conduct the comprehensive document review now believed necessary. The purpose of the comprehensive review is to further ISOO's efforts in identifying shortcomings in the information security program. The Director, ISOO also expects the effort to provide valuable cumulative data, useful in the analysis of government classification practices.

2. The Director, ISOO has requested a two-day review of CIA documents by an ISOO document review team during the last two weeks of July. The review will be confined to finished intelligence disseminated to the Intelligence Community and will focus on Agency adherence to the classification procedures and criteria prescribed in Executive Order 12356. At the completion of the review, ISOO will advise us of its findings and arrange follow-up discussions as appropriate. Since the review will focus exclusively on finished intelligence, it will be limited to the Directorate of Intelligence.

3. As with previous ISOO inspections, the review will be conducted in accordance with the "Procedures for Access to CIA Information by ISOO Personnel" (Tab A). The ISOO document review team, Harold Mason and Michael Hughes, are fully cleared and well aware of the procedures allowing them access to Agency classified information. They will be accompanied by the Agency Security Classification Officer (ASCO). A list of their clearances is attached (Tab B).

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4. Please provide the name of the individual who will be responsible for arranging the review to [redacted] ASCO, by 17 June 1986. [redacted] can be reached on extension [redacted] (nonsecure) or [redacted] (secure).

[redacted]  
William F. Donnelly

Attachment a/s

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OIS/IRMD/IMB  2 June 86

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Original w/atts - Addressee  
1 w/atts - DI/RMO  
1 - DDA chrono  
1 - DA Subject  
1 - OIS chrono  
1 - IRMD chrono  
1 - IMB chrono  
1 w/atts - IMB Subj BLIA 2-2  
1 - IMB/EME

PROCEDURES FOR ACCESS  
TO CENTRAL INTELLIGENCE AGENCY INFORMATION  
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Office of Information Services (OIS), Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor Agency implementation of Executive Order 12356 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources or methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld.

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12356 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources or methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO and the Director of Information Services (D/OIS). Any formal appeals will be in accordance with the provisions of Executive Order 12356.

5. Any CIA information in the possession, custody, or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to D/OIS, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody, or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner: ISOO will provide OIS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. D/OIS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and OIS, and an OIS representative will accompany the ISOO personnel during their visit.

8. Prior to publication, any ISOO inspection report that includes CIA information and is to be made public will be reviewed by CIA personnel. This review will be for security purposes only to ensure that the report is unclassified and does not reveal intelligence sources or methods.

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Information Security Oversight Office  
Washington, DC 20405

May 1, 1986

Dear

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Executive Order 12356 assigns to the Director of the Information Security Oversight Office (ISOO) the responsibility for monitoring the information security programs of executive branch agencies that generate or handle national security information. This responsibility includes the authority to conduct on site reviews and inspections to determine the degree of compliance with the Order and its implementing directives.

Over the past year ISOO, in coordination with the major classifying agencies, the National Security Council staff, and interested congressional committees, has been focusing on the identification of shortcomings in the information security program. Our goal has been the development of initiatives to help resolve problems in areas such as overclassification, overdistribution of national security information, classification management, revitalization of the "need-to-know" principle, and unauthorized disclosures. Further to these efforts, we have determined that there is a need for ISOO to conduct a more comprehensive review of a sample of the Government's classified product than we are able to do during our regular inspections. While we anticipate that this study will provide us with valuable cumulative data, any specific problems will be handled exclusively with the originating agency.

To conduct these reviews I have established several ISOO document review teams. Your agency has been selected for a review during the month of July, 1986. The document review will be conducted over a three day period: two days for the initial review, with a follow-up day approximately a week later. At the completion of the initial review, the ISOO team will refer to you or your representative its concerns about individual classified items, and, at your request, will participate in an outbriefing. The third day will be used to discuss your findings concerning the items referred to you by ISOO. The specific dates of the review will be determined through coordination between the ISOO review team leader noted below and the representative specified by you. The review will be confined to a review of documents within agency elements mutually agreed upon to determine adherence to classification, declassification, marking and dissemination criteria specified in the Order. A final report will be sent to you upon completion of the evaluation.

Form 163a  
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ATTACHMENT



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The review in your agency will be conducted by team leader Harold C. Mason, assisted by Michael Hughes. We enclose a list of their clearances, which can be verified by contacting the Office of Internal Security of the General Services Administration at 566-1421. Please have your designated representative contact Mr. Mason on 535-7254 to make arrangements for the conduct of the review.


Thank you for your cooperation in this matter. If you have any questions, please contact me at 535-7251.

Sincerely,

(signed) Steven Garfinkel

Steven Garfinkel  
Director

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Director of Information Services  
Central Intelligence Agency  
Washington, DC 20505